

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: Low-Income Home Energy Assistance Program (LIHEAP) Service Providers

FROM: Jason Wimbley, Division Chief
Energy and Environmental Services Division

DATE: September 16, 2008

SUBJECT: 2009 Agency Local Plan

The 2009 Agency Local Plan (Plan) is now available for your completion and can be located at CSD's website <http://www.csd.ca.gov/Contractors/ENERGY/Energy.aspx>. To streamline the process for completing the Plan, CSD has made available your agency's approved Service Goals and Objectives along with your individual Agency Profile from last year, Agency Profile Overview, and instructions for completing and submitting the Plan located at the website address indicated above. The Plan is comprised of four major components:

- 1) 2009 Agency Local Plan – Overview and Completion
- 2) Agency Profile
- 3) Service Goals and Objectives
- 4) Agency Priority Plan
 - a. CSD 612- Percentage-Based LIHEAP Program Budget Proposal
 - b. CSD 522G – ECIP FT and HEAP Priority Plan
 - c. CSD 522H – Weatherization and ECIP-EHCS Priority Plan

The Plan is intended to guide the implementation and execution of the local service provider's LIHEAP activities, including emergency heating and cooling activities. The Plan is designed to produce a detailed narrative justifying the local service provider's HEAP/Fast Track, ECIP/HEAP Wood, Propane and Oil, ECIP Heating and Cooling Services, and ECIP Severe Weather Energy Assistance and Transportation Services (SWEATS) plan for services and budget, based on its prioritization of goals to serve the needs of the vulnerable populations during heating and cooling seasons.

Please be advised that Plans are due to CSD by **October 16, 2008**. The Agency Priority Plan will be made part of the 2009 LIHEAP contract. Therefore, the execution of your agency's contract will be contingent on the completion and approval of these components of the Plan. Should you have any questions regarding the Plan process, please contact your assigned Field Representative.